

CASEWORKER TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for providing social work services to individuals, including children, families and/or caregivers while participating in a continuous in-service training program. An incumbent who completes one year of permanent competitive class status may be appointed to the position of Caseworker without further examination. In-service training is provided by the agency's staff development program. Extensive off site training with New York State Department of Social Services and other training providers is also required. Work is performed under the direct supervision of a Supervising Caseworker. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assess family and individual needs for services and may assist in the referral process to obtain services:

- Studies the background and need for care of children referred, securing information from the children themselves, the family, schools, churches, family courts, and other agencies;
- Studies the background of the adults referred, securing information from the individual family, and other agencies;
- Assists in providing counseling to motivate the individual or family to increase their own capacity and confidence in their ability to handle difficult situations;
- Helps formulate and carry out plans to meet the needs of individuals and families;
- Establishes a relationship with individuals and families to assist them to avail themselves of recommended social services;
- Establishes and maintains liaison with various individual agencies to which individuals and families can be referred for services;
- Attends on-the-job and special training sessions and participates in regular staff meetings to develop caseworker skills;
- Helps prepare petitions and memorandums for review by agency attorney.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of State and Federal laws and rules governing social services programs;
- Good knowledge of community service agencies and programs.
- Good knowledge of interviewing techniques and practices;
- Ability to establish and maintain effective working relationships with others;
- Ability to counsel individuals in the areas of economic, social, emotional and vocational problems;
- Ability to communicate effectively both orally and in writing;
- Ability to operate a personal computer and necessary software programs;
- Ability to understand and empathize with the needs and concerns of others;
- Ability to analyze and organize data and prepare records and reports;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or a high school equivalency diploma and graduation from a regionally accredited college or university with a Bachelor's Degree.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license and access to reliable transportation.